



Town of Garrett Park

Incorporated 1898

To: Mayor and Town Council
From: Gene Swearingen
Subject: Monthly Manager's Report
Date: June 12, 2017

BUDGET REPORT

Through May, the budget remains within overall projections.

Revenues: Local Income Taxes remain below estimates, however, neither May nor June receipts have been received. Based on past years those two amounts should bring the total to near projections.

Expenses: At 92% of the fiscal year, all expense categories remain within budget.

Manager's Report: Bids for the sidewalk repair work were received in May. We are preparing a contract for the selected vendor.

Nine new trees were planted by the Town crew over the past two weeks. The trees were selected and located by the Arboretum Committee.

TOWN OF GARRETT PARK
Report

May 2017 Monthly Financial

REVENUES	FY 2016			FY 2017		
	EOY ACTUAL	May	% Actual	BUDGET	May	% BUDGET
						TARGET % 92.0%
1.0 Prior Year Carryover	\$156,772	\$156,772		\$204,282	\$204,282	100.0%
<u>Receipts</u>						
2.0 - Taxes & Fees	\$908,881	\$841,687	92.6%	\$908,000	\$845,624	93.1%
2.1-- Local Property Taxes	\$495,733	\$494,493	99.7%	\$512,000	\$530,056	103.5%
2.1.1 -- Real Property Taxes	\$480,823	\$479,830	99.8%	\$500,000	\$516,051	103.2%
2.1.2 -- Personal Property Taxes	\$13,578	\$13,516	90.4%	\$11,000	\$13,125	119.3%
2.1.3 -- Penalties & Interest	\$1,184	\$1,059	89.4%	\$500	\$879	175.9%
2.1.4 -- Homestead Tax Credit	\$148	\$88	59.7%	\$500	\$0	0.0%
2.2 -- Local Income Taxes	\$390,122	\$327,256	83.9%	\$380,000	\$305,371	80.4%
2.3 -- Other Local Taxes	\$7,441	\$7,441		\$0	\$0	
2.4 -- Licenses and Permits	\$15,585	\$12,497	80.2%	\$16,000	\$10,197	63.7%
3.0 - Intergovernmental Receipts	\$79,921	\$78,304	98.0%	\$86,380	\$92,152	106.7%
3.1 -- From State of Maryland	\$32,328	\$30,711	95.0%	\$33,200	\$29,981	90.3%
3.2 -- From Montgomery County	\$47,593	\$47,593	100.0%	\$53,180	\$62,172	116.9%
4.0 -- Municipal Refuse Collection	\$121,828	\$121,453	99.7%	\$122,000	\$121,735	99.8%
5.0 - Miscellaneous Receipts	\$156,325	\$143,326	91.7%	\$157,245	\$139,925	89.0%
5.1 - Investment Earnings	\$2,860	\$2,620	91.6%	\$1,000	\$1,413	141.3%
5.2 -- Rents and Concessions	\$148,579	\$135,837	91.4%	\$150,800	\$133,144	88.3%
5.2.1 -- Town Hall Rents	\$20,770	\$18,195	87.6%	\$22,000	\$15,870	72.1%
5.2.2 -- Penn Place Rents	\$124,427	\$114,260	91.8%	\$125,000	\$113,554	90.8%
5.2.3 -- Swimming Pool Assoc.	\$3,382	\$3,382	100.0%	\$3,800	\$3,720	97.9%
5.3 - Restricted Contributions	\$3,220	\$3,220	0.0%	\$3,445	\$3,445	0.0%
5.3.1 -- Archives Donations	\$200	\$200	0.0%	\$150	\$150	0.0%
5.3.2 -- Bench Donations	\$0	\$0	0.0%	\$700	\$700	
5.3.3 -- Tree Donations	\$500	\$500	0.0%	\$0	\$0	
5.3.4 -- Gifts to Sanitation Crew	\$2,520	\$2,520	0.0%	\$2,595	\$2,595	0.0%
5.4 -- Other Receipts	\$1,666	\$1,649	99.0%	\$2,000	\$1,923	96.2%
Total FY 16 Receipts:	\$1,266,955	\$1,184,769	93.5%	\$1,273,625	\$1,199,437	94.2%
TOTAL Receipts	\$1,423,727	\$1,341,541		\$1,477,907	\$1,403,719	95.0%
6.0 -- From Reserves	\$10,225	\$10,225	100.0%	\$8,021	\$8,021	
Total Revenues:	\$1,433,952	\$1,351,766		\$1,485,928	\$1,411,740	95.0%

TOWN OF GARRETT PARK
Monthly Financial Report

TOWN OF GARRETT PARK
Financial Report

May 2017 Monthly

OPERATING EXPENSES	FY 2016			FY 2017		
	EOY ACTUAL	May	% Actual	BUDGET	May	% BUDGET
						Target % 92.0%
10.0 - Personnel	\$386,579	\$357,982	92.6%	\$402,560	\$345,957	85.9%
10.1 -- Salaries	\$278,227	\$256,971	92.4%	\$288,560	\$266,628	92.4%
10.2 -- Overtime	\$14,588	\$13,810	94.7%	\$15,000	\$5,422	36.1%
10.3 -- Benefits	\$70,668	\$66,198	93.7%	\$75,000	\$53,095	70.8%
10.4 -- Payroll Taxes, Etc.	\$23,096	\$21,003	90.9%	\$22,000	\$20,812	94.6%
10.5 -- Training	\$0	\$0	0.0%	\$2,000	\$0	0.0%
11.0 - Town Administration	\$91,316	\$79,330	86.9%	\$141,000	\$78,363	55.6%
11.2 -- Gen. Admin. Expenses	\$40,864	\$31,209	76.4%	\$81,300	\$30,409	37.4%
11.2.1 -- General Expenses	\$40,864	\$31,209	76.4%	\$21,300	\$17,312	81.3%
11.2.2 -- Contract Office Assistant	\$0	\$0	0.0%	\$25,000	\$10,890	43.6%
11.2.3 -- Contract Field Assistance	\$0	\$0	0.0%	\$25,000	\$2,206	8.8%
11.2.4 -- Web Master	\$0	\$0	0.0%	\$10,000	\$0	0.0%
11.3 -- Elected and Appointed Officials	\$5,991	\$4,287	71.6%	\$6,000	\$4,859	81.0%
11.4 -- Professional Fees	\$34,403	\$33,836	98.4%	\$35,500	\$31,548	88.9%
11.5 -- Insurance	\$6,568	\$6,568	100.0%	\$7,600	\$7,686	101.1%
11.6 -- External Organization	\$3,296	\$3,236	98.2%	\$5,000	\$3,143	62.9%
11.7 -- Town Admin. - Other	\$194	\$194	100.2%	\$5,600	\$718	12.8%
11.7.1 -- Neighbors Helping Neighbors	\$0	\$0	0.0%	\$900	\$201	22.3%
11.7.2 -- Web Hosting	\$0	\$0	0.0%	\$3,700	\$0	0.0%
11.7.3 -- Other	\$194	\$194	100.2%	\$1,000	\$518	51.8%
12.0 - Town Committees	\$19,983	\$16,346	81.8%	\$18,900	\$11,260	59.6%
12.1 -- Arboretum	\$2,998	\$1,258	41.9%	\$3,000	\$1,020	34.0%
12.2 -- Archives	\$16,985	\$15,088	88.8%	\$15,900	\$10,240	64.4%
13.0 - Infrastructure and Equipment	\$133,381	\$111,979	84.0%	\$144,500	\$119,963	83.0%
13.1 -- Penn Place	\$73,355	\$69,936	95.3%	\$77,000	\$66,938	86.9%
13.2 -- Town Hall	\$12,947	\$12,433	96.0%	\$15,000	\$8,052	53.7%
13.3 -- Maintenance Facility	\$848	\$828	97.7%	\$1,000	\$800	80.0%
13.4 -- Community Center	\$582	\$533	91.5%	\$1,500	\$871	58.1%
13.5 -- Trees, Parks & Grounds	\$40,025	\$23,050	57.6%	\$35,000	\$38,076	108.8%
13.6 -- Equipment M&R	\$5,624	\$5,200	92.5%	\$15,000	\$5,225	34.8%
13.7 -- Stormwater Drainage	\$0	\$0	0.0%	\$0	\$0	0.0%
14.0 - Town Services	\$174,799	\$156,150	89.3%	\$187,000	\$168,720	90.2%
14.1 -- Street Cleaning and Maintenance	\$59,041	\$51,461	87.2%	\$65,000	\$62,126	95.6%
14.2 -- Trash Collection	\$115,758	\$104,689	90.4%	\$122,000	\$106,594	87.4%
15.0 -- Debt Service, Taxes, Interest	\$61,640	\$61,640	100.0%	\$61,800	\$61,764	99.9%
16.0 - Expenditure of Restricted Funds	\$2,955	\$2,853	0.0%	\$3,315	\$3,361	0.0%
16.1 -- Archives	\$0	\$0	0.0%	\$0	\$0	0.0%
16.2 -- Benches	\$0	\$0	0.0%	\$700	\$746	106.5%
16.3 -- Trees	\$0	\$0	0.0%	\$0	\$0	0.0%
16.4 -- Sanitation Crew Gifts	\$2,955	\$2,853	0.0%	\$2,615	\$2,615	0.0%
16.0 -- Contingency	\$0	\$0	0.0%	\$40,000	\$0	0.0%
Total Operating Expenses:	\$870,653	\$786,279	90.3%	\$999,075	\$789,387	79.0%
20.0 -- Transfers	\$359,016	\$359,016		\$486,807	\$486,807	
20.1 -- To Capital Fund	\$345,796	\$345,796	100%	\$439,483	\$439,483	100%
20.2 -- To Operating Reserve	\$0	\$0	0%	\$0	\$0	0%
20.3 -- To Other Reserves	\$13,220	\$13,220	100%	\$47,324	\$47,324	100%
Total Expenses:	\$1,229,669	\$1,145,295		\$1,485,882	\$1,276,194	
Net Income minus Expenses:	\$204,283	\$206,471		\$46	\$135,546	

Capital Program

Account	Prior Years Appropriations Remaining	2017 Mid Year Adjustment Capital Program	Total Capital Funds	YTD Capital Expenditures	Unexpended Capital Funds	Unexpended Capital Funds Obligated	Unobligated Capital Funds
		Current		May	May	May	May
25.0 - Equipment	\$48,648	\$0	\$48,648	\$0	\$48,648	\$0	\$48,648
26.0 - Streets and Roads	\$604,279	\$172,483	\$776,762	\$153,096	\$623,666	\$0	\$623,666
26.1 - Streets & Curbs	\$56,893	\$43,400	\$100,293	\$29,534	\$70,759	\$0	\$70,759
26.2 - Sidewalks	\$0	\$129,083	\$129,083	\$10,509	\$118,574	\$0	\$118,574
26.3 - SRTS Grant	\$547,386	\$0	\$547,386	\$113,053	\$434,333	\$0	\$434,333
27.0 - Facilities	\$49,207	\$50,000	\$99,207	\$6,490	\$92,717	\$0	\$92,717
27.1 - Penn Place	\$25,000	\$0	\$25,000	\$3,245	\$21,755	\$0	\$21,755
27.2 - Town Hall	\$0	\$50,000	\$50,000	\$3,245	\$46,755	\$0	\$46,755
27.3 - Other	\$24,207	\$0	\$24,207	\$0	\$24,207	\$0	\$24,207
28.0 - Services	\$70,824	\$100,000	\$170,824	\$0	\$170,824	\$0	\$170,824
28.1 - Utilities	\$39,000	\$0	\$39,000	\$0	\$39,000	\$0	\$39,000
28.2 - Storm Drains	\$31,824	\$100,000	\$131,824	\$0	\$131,824	\$0	\$131,824
29.0 - Committees	\$51,800	\$40,000	\$91,800	\$32,647	\$59,153	\$0	\$59,153
29.1 - Parks and Open Spaces	\$14,800	\$0	\$14,800	\$0	\$14,800	\$0	\$14,800
29.2 - Arboretum	\$37,000	\$40,000	\$77,000	\$32,647	\$44,353	\$0	\$44,353
30.0 - Technology	\$16,159	\$6,500	\$22,689	\$1,548	\$21,141	\$8,790	\$12,351
30.1 - Website	\$9,032	\$1,000	\$10,062	\$0	\$10,062	\$8,790	\$1,272
30.2 - Computer Equipment	\$3,627	\$5,000	\$8,627	\$1,548	\$7,079	\$0	\$7,079
30.3 Telephone Equipment	\$3,500	\$500	\$4,000	\$0	\$4,000	\$0	\$4,000
31.0 - Other	\$30,000	\$10,000	\$40,000	\$0	\$40,000	\$0	\$40,000
32.0 - Capital Planning	\$67,261	\$52,000	\$119,261	\$13,576	\$105,685	\$0	\$105,685
32.1 - Town Hall	\$3,000	\$12,000	\$15,000	\$0	\$15,000	\$0	\$15,000
32.2 - Storm Water Management	\$50,000	\$0	\$50,000	\$2,765	\$47,235	\$0	\$47,235
32.3 - Sidewalk Planning	\$0	\$10,000	\$10,000	\$0	\$10,000	\$0	\$10,000
32.4 - Development of Tree Plan	\$0	\$20,000	\$20,000	\$0	\$20,000	\$0	\$20,000
32.5 - Explore Maint. Facility Options	\$0	\$10,000	\$10,000	\$0	\$10,000	\$0	\$10,000
32.6 - Other	\$14,261	\$0	\$14,261	\$10,811	\$3,450	\$0	\$3,450
33.0 - Contingency	\$40,000	\$0	\$40,000	\$0	\$40,000	\$0	\$40,000
Total:	\$978,178	\$430,983	\$1,409,191	\$207,357	\$1,201,834	\$8,790	\$1,193,044

Reserve Fund Summary

As of May 2017

Operating Reserve, FY 2016	\$175,000
Employee Leave Reserve, FY 2016	\$21,885
Yeandle Park Reserve, FY 2016	\$50,000
Penn Place Tenants Security Deposits	\$4,948
Archives Balance	\$529
Bench Balance	-\$46
Tree Balance	\$860
Sanitation Crew Balance	\$0
Wynne Case Reimbursement	\$33,879
	\$287,055